

How To Do An On-Line Park Shelter Reservation

This document covers the process of reserving a park shelter through the City of Louisville's Department of Parks and Recreation On-Line service. This is a "live-time" procedure and you will need a credit card to complete the transaction. At the conclusion of your transaction, please be sure to print your receipt prior to logging out.

Go to www.louisvillerecreation.com

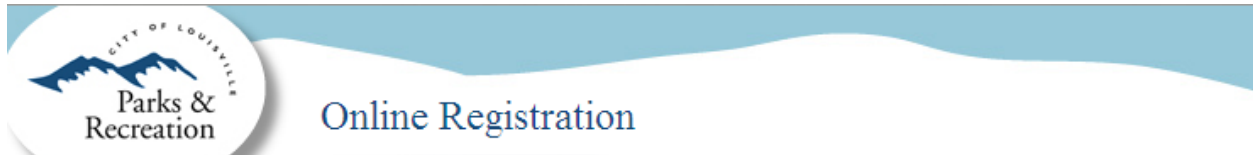
Click on the orange "Online Registration" button in the middle of the page.

Register Online!

Welcome to the Louisville Recreation and Senior Center. Our facilities offer a huge range of services, activities and programs for all ages. Click below for online registration.



You will need a user name and password to process an on-line reservation. If you do not already have a username and password, please click on the link below that says "Click here for help" and fill out the required fields. Please allow 2 business days to receive the password. You will receive an email confirming the log in and the password.



Welcome to Louisville Recreation Center's WebTrac

User Name:

Password:

You may browse the site as a Guest, however you must Sign In as a registered user in order to shop.

[Are you unsure about your User Name or Password? Click here for help.](#)

For all other questions and inquiries, in regards to your account information [contact our office.](#)

NOTE: Specific questions about park shelter and/or shelter rules should be directed to Peggy Jones at 303.335.4920. If you want to have amplified sound you will also need to call Peggy Jones.

There are two different ways to reserve the shelter: 1. By Calendar View and 2. By Listing View. It is our recommendation that you use the Calendar View option.

Click on the word “Shop” and go down to the Facility Reservations and then over and down to and click on Calendar View.



CITY OF LOUISVILLE Parks & Recreation Online Registration

Search Shop My Account Contact Us WebTrac FAQs

Welcome To Activity Enrollment Day Care Enrollment 0 Items in Shopping Cart | Log Out

Facility Reservations Listing View

Pass Registration Calendar View

Pass Renewal

Activity-Section	Activity	Start Date	End Date	Day	Time	Home	Shop	Pass	Notes
10012-4	Womens Yoga	03/03/2010	to 03/31/2010	W	6:00P to 7:15P				
10012-5	Womens Yoga	04/07/2010	to 04/28/2010	W	6:00P to 7:15P				
10013-4	Complete Yoga	03/29/2010	to 04/26/2010	M	8:45A to 10:00A				
10027-3	PIYO	03/03/2010	to 04/14/2010	W	9:15A to 10:15A				
10033-4	Tiger Cubs	03/04/2010	to 04/01/2010	Th	3:15P to 4:15P				

CITY OF LOUISVILLE
Parks & Recreation

Online Registration

Search | Shop | My Account | Contact Us | WebTrac FAQs

Welcome, TEST Household #25707 | [0 Items in Shopping Cart](#) | [Log Out](#)

Choose a Facility:

Choose a Month:

[Home](#) | [News & Events](#) | [Facilities](#) | [Programs & Activities](#) | [Membership](#) | [Contact Info](#)

CITY OF LOUISVILLE
Parks & Recreation

Online Registration

Search Shop My Account Contact Us WebTrac FAQs

Welcome, TEST Household #25707 | 0 Items in Shopping Cart | Log Out


Choose a Facility: Annette Brand Park@Louisville Park

Choose a Month: March Choose a Year: 2010 Search

January
February
March
April
May
June
July
August
September
October
November
December

Home | News & Events | Programs & Activities | Membership | Contact Info

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Online Registration

Choose a Month: **June** Choose a Year: **2010** **Search**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
	Open	Open	Open	Open	Open	Open
7	8	9	10	11	12	13
Open	Open	Open	Open	Open	Open	Open




On this screen all available time slots that the park shelters are available to be reserved will be listed in the “Time Range” column. If the shelter is available for that time, it will be listed in the “Status” column.



Online Registration

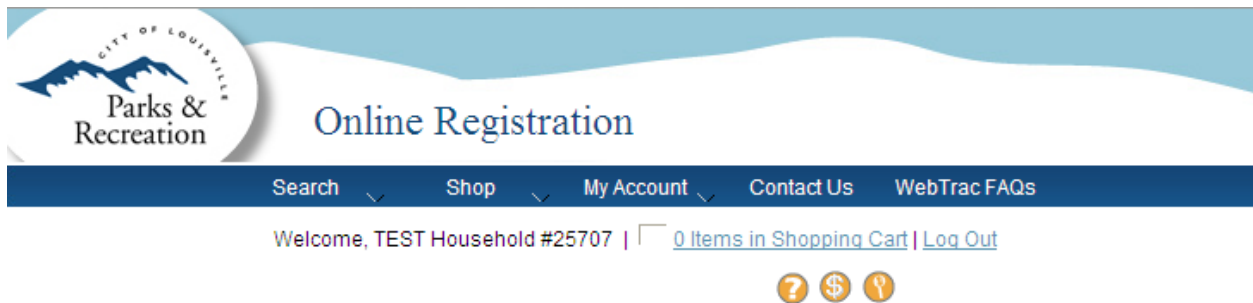
[Search](#) [Shop](#) [My Account](#) [Contact Us](#) [WebTrac FAQs](#)

Welcome, TEST Household #25707 | [0 Items in Shopping Cart](#) | [Log Out](#)



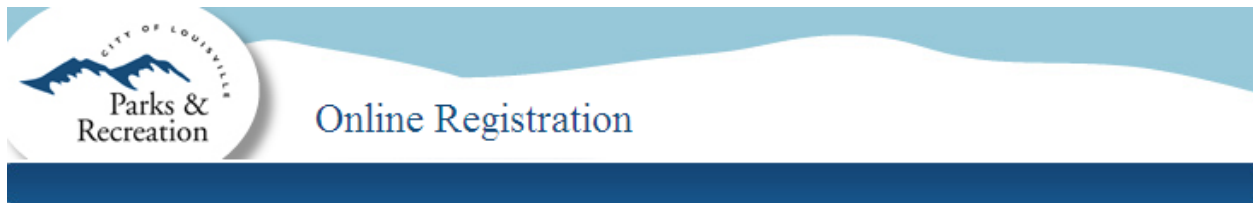
Include	Time Range	Status
<input type="checkbox"/>	10:00A - 2:00P	Available
<input type="checkbox"/>	3:00P - 7:00P	Available
<div>CalendarBook Times</div>		

Click on the box in the left column of the time slot that you want to reserve. Once you click the box, the time slot you have selected will be highlighted in yellow. Next, click on “Book Times” at the bottom right side of the page.



Include	Time Range	Status
<input checked="" type="checkbox"/>	10:00A - 2:00P	Reserve
<input type="checkbox"/>	3:00P - 7:00P	Available
Calendar		Book Times

On this screen, input the Headcount that you are expecting for your reservation. This number cannot exceed the capacity for the park shelter. Also, input the Reservation Purpose, i.e., Birthday Party, Shower, Family Reunion, etc. Click "Continue."



Do you wish to continue with reserving Annette Brand Park @Louisville Park

from 10:00A to 2:00P on 06/06/2010?

Headcount *	<input type="text" value="30"/>
Reservation Purpose	<input type="text" value="Julie's Birthday Party"/>
* REQUIRED DATA	
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

On this screen, you will need to answer yes or no to a list of questions. Once you have answered all of the questions, click on “Submit” at the bottom of the screen.



The form is titled "Online Registration" and "Facility Reservation Questions". It contains five questions with radio button options for "No" and "Yes". The "Submit" button is circled in black.

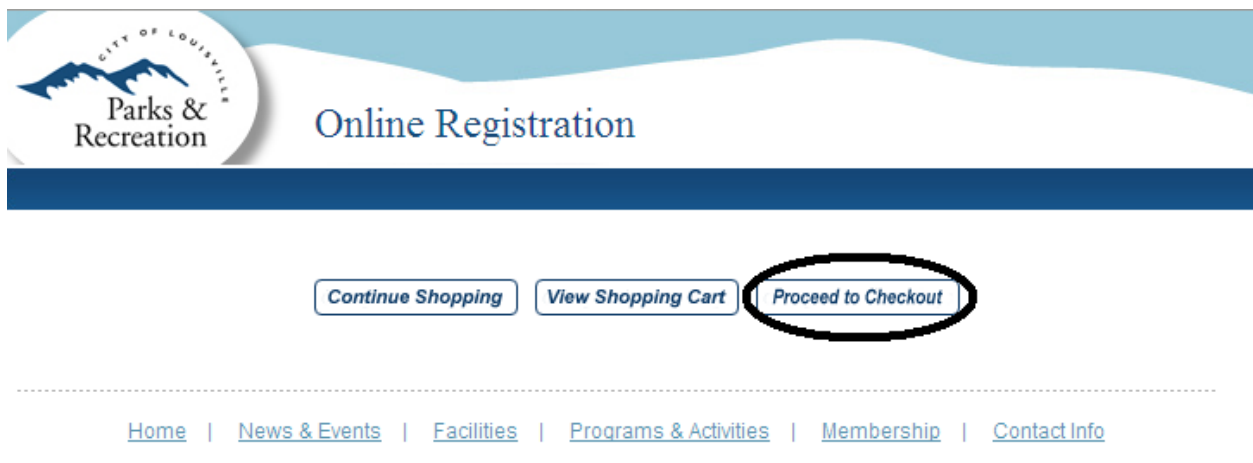
City of Louisville Parks & Recreation Online Registration

Facility Reservation Questions

1. Will you have an inflatable?
☒ No ☐ Yes
2. Will you have amplified sound (approval needed)?
☒ No ☐ Yes
3. Will you be using a grill?
☐ No ☒ Yes
4. Will you have tents or other items with stakes?
☒ No ☐ Yes
5. Will you be serving alcohol?
☐ No ☒ Yes

Submit **Reset**

On this screen you need to click on “Proceed to Checkout.”




The form shows three buttons: "Continue Shopping", "View Shopping Cart", and "Proceed to Checkout". The "Proceed to Checkout" button is circled in black. Below the buttons is a footer with links: Home, News & Events, Facilities, Programs & Activities, Membership, and Contact Info.

City of Louisville Parks & Recreation Online Registration

Continue Shopping **View Shopping Cart** **Proceed to Checkout**

[Home](#) | [News & Events](#) | [Facilities](#) | [Programs & Activities](#) | [Membership](#) | [Contact Info](#)

On this screen, choose what type of credit card you wish to use by clicking on the down arrow. Then click on "Continue."



Online Registration

View Cart > Begin Checkout > Billing Info > Process > Confirmation

Summary of Charges:

New Charges In Shopping Cart:	\$ 55.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 55.00
Minimum Amount Due Today:	\$ 55.00

The Following Information is Required to Complete Your Transaction:

Amount To Be Paid Today* \$

55.00

Credit Card Type *

* REQUIRED DATA

MasterCard

MasterCard

Visa

Click 'Continue' to continue the payment authorization process and generate a confirmation receipt.

Continue

Back

On this screen, input your credit card number and expiration date and make sure that your information is correct. When all required fields are filled out, click on “Continue” to complete your transaction.

Amount To Be Paid Today \$	55.00
Credit Card Type	MasterCard
Card Number *	<input type="text"/>
Expiration (MMYY) *	<input type="text"/>
CSC Code *	<input type="text"/> What is a CSC Code?

Billing Information

Cardholder Name *	<input type="text" value="YOUR NAME"/>
Billing Address *	<input type="text" value="900 W. VIA APPIA"/>
Mailing Address	<input type="text"/>
City *	<input type="text" value="LOUISVILLE"/>
State *	<input type="text" value="CO"/>
Postal/Zip Code *	<input type="text" value="80027"/>
Email Confirmation	<input type="text"/>

** REQUIRED DATA*

Click 'Continue' to begin the payment authorization process and generate a confirmation receipt.

[Continue](#)

[Back](#)

Please be sure to print out your receipt and the rules and regulations that pertain to park usage upon completing the reservation process.